

Nipissing Forest

LOCAL CITIZENS COMMITTEE

Terms of Reference

Ratified September 19, 2017

Ratified September 20, 2016

Ratified June 2015

Ratified June 17, 2014

Ratified June 27, 2013

Ratified September 20, 2011

Ratified September 15, 2009

Ratified November 18, 2008

Ratified December 18, 2007

Nipissing Forest Local Citizens Committee Terms of Reference

*Signature of District Manager
Ministry of Natural Resources & Forestry
North Bay District*

Local Citizens Committee Chair

Local Citizens Committee Chair

Date

Date

These Terms of Reference are an update of the original document prepared in June 1992. Since 2005, these are reviewed and revised annually, and as per section 8 of these Terms of Reference.

1) Purpose of the Nipissing Local Citizens Committee

The Nipissing Local Citizens Committee is comprised of representatives from a range and balance of interests. Its task is to represent people and organizations that have an interest in the Nipissing Forest, and assist in communication and awareness in the public with respect to forest management planning and forestry-related activities on the Nipissing Forest.

The Committee is an advisory committee to the District Manager of the Ministry of Natural Resources & Forestry (MNR) North Bay District. The Committee assists the author of the Nipissing Forest management plan, members of the forest management planning team and the MNR North Bay District Manager in the preparation and implementation of the forest management plan.

The Committee may also be asked by the District Manager to advise and make recommendations on resource management issues, other than forest management.

2) Committee Members, Affiliation and Date of Appointment

The Nipissing LCC can include members (and their alternates) representing the following constituencies, and not limited to the following:

- Aboriginal Communities
- Anglers and Hunters and Access Groups
- Cottagers
- District Labour Council and Forest Industry Trade Unions
- Education
- Environmental
- Forest Industry, Independent Loggers and Woods Workers
- Local Businesses, Chamber of Commerce and Economic Development Corporations
- Local Heritage Groups
- Municipalities
- Naturalists
- Nipissing Forest Resource Management Inc.
- Prospectors, Mining and Aggregate Industries
- Public at Large
- Silvicultural Contractors
- Snowmobile Clubs
- Tourism Industry
- Trappers
- Waterpower/windpower Sector

The members, alternates, their affiliation and date of appointment are listed in Appendix 1 of these Terms of Reference

3) Roles and responsibilities

Comprised of representatives from a wide range of interest groups, the Local Citizens Committee's mandate is to provide advice to the District Manager, to assist the plan author and the interdisciplinary planning team in the preparation of the forest management plan by representing the interests of the public, and to play a role in the implementation of the forest management plan.

One of the Local Citizens Committee's tasks is to make recommendations to the District Manager on the category of forest management plan amendments. The LCC has advised the MNRF that no consultation is required with the committee when amendments are clearly administrative. Otherwise, the committee will be consulted and will follow the process outlined in Appendix 4 to provide recommendations.

Through a series of regularly planned meetings and field trips, the Local Citizens Committee is involved in the planning process by effectively communicating and participating in discussions of plan content and issues.

3.1) Local Citizens Committee Members and Alternates

(Committee member alternates have the same authorities and responsibilities as the primary member)

- a) Attend meetings;
- b) Ensure that local interests are effectively communicated during forest management planning and implementation;
- c) Select a member and an alternate as representative on the Nipissing Forest Management Planning Team;
- d) Increase the effectiveness of the public consultation process by participating in its planning and implementation, and in the consideration of any additional formal public consultation opportunities that would be useful in the context of local circumstances and needs;
- e) Participate in the development, identification and description of objectives, strategies, and problems and issues sections of the Forest Management Plan;
- f) Participate in the improvement and update of local information, by reviewing and requesting changes to the values maps, and making recommendations on research and data collection programs;
- g) Promote the integration of all interests by participating in the evaluation of trade-offs to be made during the planning process and the resolution of problems, differences and conflicts;
- h) Provide advice to the North Bay District Manager when discretionary decisions are made (e.g. categorization of amendments, and issues resolution process);
- i) Produce reports of its activities as required under the Forest Management Planning Manual for Ontario's Crown Forests (November 2009);
- j) Assist in the monitoring of the performance of Forest Management Plan implementation by providing advice on local operational planning, where appropriate;
- k) Receive and review annual reports and annual work schedules;

- l) Allow their name and affiliation to be included in the Forest Management Plan, newsletter and other correspondence related to the Local Citizens Committee and Forest Management Plan;
- m) Attend scheduled Local Citizens Committee meetings, or ensure alternate attends meetings; inform the Chair or MNR staff in advance if they are unable to attend;
- n) Provide input to the planning of insect pest management programs;
- o) Ensure Freedom of Information and Protection of Privacy Act requirements are followed in the use of personal and sensitive information, as per the Data Sharing Agreement between the Ministry of Natural Resources & Forestry and the Nipissing Local Citizens Committee (Appendix 3); and
- p) Can attend planning team meetings as observers.

Appendix 5 contains the 2009-2019 Nipissing Forest Management Plan production schedule for the Local Citizens Committee.

3.2 Ministry of Natural Resources & Forestry, North Bay District

- a) Set the agenda and establish time allocations for each item in consultation with the Committee and set appropriate time for discussion of agenda items;
- b) Ensure members receive necessary documentation to effectively participate in meetings;
- c) Follow up on “Action Items” with the Committee members or Ministry of Natural Resources & Forestry staff;
- d) Appoint members to the Nipissing Local Citizens Committee;
- e) Provide clerical and technical support to the Committee, including assistance in the production of Forest Management Plan reports, mailing lists, newsletters, agendas, minutes of meetings, correspondence and other services required to enable the Committee to operate efficiently and effectively;
- f) Notify members of meetings, training opportunities and events of interest to the members in a timely manner;
- g) Prepare meeting agendas in consultation with the members and distribute the agenda and meeting minutes to members and alternates at least one week prior to the meeting;
- h) Provide advisory services where appropriate;
- i) Process members’ invoices, submitted as per Sections 7(a) and (b) of these Terms of Reference;
- j) Report regularly to the Committee on compliance issues that develop during the implementation of the plan; and
- k) Provide summaries of committee funding and expenditures.

3.2.1 Recorder/secretary

- a) Assists in notifying members, in a timely manner, of meetings, training opportunities and events of interest;
- b) Support preparation of meeting agendas in consultation with the members and distribute the agenda and meeting minutes to members and alternates at least one week prior to the meeting;
- c) Ensure pertinent information is provided to the committee as it becomes available;
- d) Ensure the confirmation of guests at meetings; and
- e) Ensure members receive necessary documentation to effectively participate in meetings;

3.3 Nipissing Forest Resource Management Inc.

- a) Solicit advice from the Local Citizens Committee on communicating with the public and other Stakeholders;
- b) Keep the Local Citizens Committee informed about the preparation of the forest management plan for the Nipissing Forest and seek its input where required;
- c) Keep the Committee informed about the implementation of the forest management plan for the Nipissing Forest and any required alterations to the plan;
- d) Report to the Committee on compliance issues that develop during the implementation of the plan;
- e) Provide opportunities for members to visit forest management operations; and
- f) Keep the Local Citizens Committee informed about the broader activities of the forest industry

3.4 Role of the Committee Chairpersons

- a) Consult with the MNR or the recorder/secretary to confirm the date, time and location of meetings at least 2 weeks prior;
- b) Provide advice on procedural and membership issues; and
- c) Conduct all meetings in a manner that is professional and allows for maximum participation from Local Citizens Committee members.

3.5 Local Citizens Committee Members on the Planning Team and Alternate

- a) Represent the Local Citizens Committee on the Nipissing Forest Management Planning team during the preparation of the plan (approximately 24 months);
- b) Attend planning team meetings and training sessions;
- c) Participate in planning task teams and seek participation from other Local Citizens Committee members on task teams;
- d) Provide regular updates to the Committee on the progress of the Forest Management Plan and issues and discussions of interest to the Committee;
- e) Seek advice and input from Local Citizens Committee members; and
- f) Prepare Forest Management Plan reports and documents for the Local Citizens Committee and required under section 3.2.6 of the Forest Management Planning Manual for Ontario's Crown Forests (November 2009);

4) Member Selection

- a) The North Bay District Manager, in consultation with the Local Citizens Committee and local interest groups, will appoint members to the Nipissing Local Citizens Committee;
- b) Members will be selected to ensure representation from a wide range of local interest and in accordance with Section 3.2.3 of the Forest Management Planning Manual for Ontario's Crown Forests (November 2009);
- c) Membership will include, to the extent possible, an alternate member for each area of interest.
- d) The co-chairpersons will be selected by the committee annually at the June meeting.

5) Procedural matters

- a) Meetings will be held in the evening of the third Tuesday of every month, excluding July and August, or as required. These meetings will include at least 2 visits per year to resource management or related operations.
- b) Appendix 2 - Procedural Rules provide guidance to the LCC in the conduct of the meetings.
- c) Members of the public and media may request, to either chairperson, to address committee members at a meeting. If co-chairpersons agree that the information or issue to be presented is within the mandate of the committee, the item will be included on a meeting agenda at the earliest date possible.
- d) Anyone can attend meetings as observers. Observers cannot address committee members or cause disruptions during the meeting.
- e) On occasion the LCC will be asked to take a position on pertinent issues tabled before the committee. When asked to provide recommendations or advise to the District Manager on these issues, the LCC will attempt to develop consensus decisions. In the event that the consensus cannot be achieved within realistic and effective timelines, the LCC Chairperson will:
 - i. request the District Manager to appoint an independent facilitator to assist the LCC with developing consensus, or
 - ii. Provide the District Manager with majority and minority options

Should it be necessary to invoke option d ii) above, the Chairperson will qualify the majority/minority split for the District Manager by calling for a show or support on the option. LCC members will indicate their support by a show of hands. Voting will be done on the basis of one vote for each sector or affiliation, i.e. if both the member and alternate are present, they will share one vote

- f) If a member thinks he or she may be in a potential conflict of interest or any member thinks a conflict of interest may exist, the Chair must be informed. The Chair will make a ruling. If the member is judged to be in a conflict of interest, he or she may take part in the discussion but may not participate in formulating the committee's recommendation on the issue.

6) Committee communications

Committee members will share information by:

- a) Making available or distributing copies of the meeting minutes, and;
- b) Participating in meetings of the associations and groups which they represent

7) Funding

- a) The MNRF will reimburse Local Citizens Committee members for reasonable out-of-pocket expenses in connection with their participation on the committee.
- b) Members are responsible for submitting invoices to the MNRF.

- c) The committee representative, or the alternate, who serves as a member of the planning team will be provided a reasonable per diem for attendance at planning team meetings and training sessions.
- d) The MNRF will provide summaries of annual funding and expenditures of the Local Citizens Committee. Funding information will be provided once it is allocated; expenditure summaries will be provided in the spring.

8) Review and updates to the Terms of Reference

Any suggestions for change to the Terms of Reference shall be brought to the attention of the Chairpersons.

These Terms of Reference will be reviewed and updated at the beginning of Phase I planning and again at the beginning of Phase II planning as per Part A Section 2.1.3 of the Forest Management Planning Manual for Ontario's Crown Forests (November 2009).

The Nipissing Local Citizens Committee's Terms of Reference are available for public distribution upon request.

Appendix 1

Committee Members, Affiliation and Date of Appointment

| <u>Member& Date of Appointment</u> | <u>Alternate</u> | <u>Affiliation</u> |
|--|-------------------------------------|---|
| Peter Foy April 2007 | Vacant | Anglers and hunters and access groups |
| Dave Minden January 2004 | Vacant | Cottagers |
| Tim Toeppner March 1993 | Cassie Bott-Baxter June 2017 | Public at large |
| John McNutt August 2006 | Mark Lockhart April 2016 | Nipissing Forest Resource Management Inc. |
| Lisa Jarvis November 2013 | Vacant | Environmental Groups |
| Lorie Reed February 2003 | Vacant | Naturalist Clubs |
| Frank Tagliamonte June 2001 | Vacant | Prospectors/Mining /Aggregates |
| Chief Dave Joannis October 2002 | Clayton Dokis June 2009 | Aboriginal Working Group |
| Marvin Geauvreau April 2012 | Jennifer McCourt January 2008 | Trails |
| Chris Mayne January 2008 | vacant | Municipalities/chambers commerce/economic development |
| Ryan Tamlin June 2017 | George Sanschagrin December 2014 | Trappers/bait fish harvesters |
| Joel Larocque & Lyse Laurin June 2017 | | Tourism Industry |
| Tom MacLean May 2016 | Luc Gelinas August 2017 | Silvicultural Contractors |

| <u>Member& Date of Appointment</u> | <u>Alternate(s)</u> | <u>Affiliation</u> |
|---|---|--------------------------------|
| Elwyn Behnke May 2007 | Blayne Behnke May 2007 | Independent Loggers |
| Cyndy Sutherland- MacPhail September 2014 | Cliff Moulder April 2012 Lisa Jarvis November 2013 | Education |
| J. Fred McNutt November 2010 | Vacant | Local Cultural Heritage Groups |

Appendix 2

Nipissing LCC Procedural Rules

As per Item 5(b) in the Nipissing LCC Terms of Reference, the following two items provide procedural guidance to the LCC in the conduct of the meetings.

1. Standing agenda items

The following are standing agenda items for the Nipissing LCC:

- 1) Introduction of members and guests
- 2) Approval of the Agenda
- 3) Review of Minutes of Previous Meeting(s)
- 4) Business Arising from the Minutes
- 5) Forest Management Planning Items
- 6) Training / Educational Item
- 7) Other Business
- 8) Compliance/inspection reports (MNRF/SFL)
- 9) Operations report (SFL)
- 10) Environmental Bill of Rights postings of interest
- 11) Correspondence
- 12) Upcoming events/workshops/trainings (MNRF/all)
- 13) Updates/announcements from LCC members (all)

2. Annual agenda items

The following are agenda items that the LCC will include on the appropriate meeting agenda on an annual basis:

- a. Review of the Annual Report (December)
- b. Review of the Annual Work Schedule (February)
- c. Review of LCC Budget – Allocation and Expenditures (April)
- d. Review of Administrative Amendments (June / December)
- e. Selection of the Co-Chairs (June)
- f. Review of LCC Terms of Reference (June)

Appendix 3

DATA SHARING AGREEMENT

BETWEEN

THE MINISTRY OF NATURAL RESOURCES

AND

THE NIPISSING LOCAL CITIZENS COMMITTEE – April 21, 2005

PURPOSE:

This agreement is intended to establish information management responsibilities for members of the LCC for ensuring its compliance with the provisions of the *Freedom of Information and Protection of Privacy Act (FIPPA)*. It defines the obligations of members of the LCC with regard to their use and management of personal and other protected information under the Act.

AGREEMENT BETWEEN

Ontario Ministry of Natural Resources & Forestry (hereinafter referred to as “the Ministry”)
OF THE FIRST PART

AND (add member’s name)

Member of the Nipissing Forest Local Citizens Committee (hereinafter referred to as “LCC”)
OF THE SECOND PART.

WHEREAS the Ministry seeks to assist the LCC in improving its communication with the public by developing mailing lists for use by each member to communicate with the interests they represent as recommended by the 2001 Nipissing Forest Independent Forest Audit.

AND WHEREAS the Ministry considers it desirable to establish an agreement with the LCC regarding its members’ use and management of personal information, such as mailing lists of individuals, where written consent to share this information has been provided.

AND WHEREAS the Ministry considers it desirable to include in the agreement provisions regarding the use and management of personal and protected information as per the Act which may be shared through issues resolution processes.

NOW THEREFORE THE PARTIES AGREE AS FOLLOWS:

1. Freedom of Information and Protection of Privacy Act

- a. The Act provides the public with a right of access to government-held information, and to the protection of the privacy of individuals. All members of the LCC and the Ministry agree that these rights must be preserved when implementing this agreement.
- b. All agree to comply with the provisions of the *Freedom of Information and Protection of Privacy Act* in carrying out their respective responsibilities.

- c. Neither Party shall use the personal information provided under this Agreement for any purpose other than set out in this Agreement and which is in accordance with FIPPA.
- d. Under this agreement, the LCC agrees that the Ministry retains custody and control of general records containing personal, commercial and third-party financial information protected under the Act (e.g., mailing lists or information shared as part of issue resolution processes).
- e. If members of the LCC receive a request for information protected under FIPPA, members agree to immediately fax the request to the Ministry's Information and Privacy Coordinator and send any responsive records within seven (7) calendar days from receipt of a request from the Ministry. The Ministry agrees to provide all members with this contact information. The District Information Management Supervisor can be contacted for assistance. The Minister of Natural Resources or his/her designate is the only person authorized to disclose such information under the Act.
- f. Where this agreement may be inconsistent with the Act, the Act shall prevail. The substitution of the provisions of the Act for portions of the Agreement does not void the remainder of this Agreement.

2. Mailing Lists:

As required, the Ministry will be providing the LCC with a mailing list of organizations and will be obtaining written consent to share with specific members of the LCC mailing information (names, postal and e-mail addresses, and phone numbers) of individuals and organizations/businesses operated from a personal residence. The requests seeking signed consent from individuals shall specify that the personal information obtained (e.g., mailing list addresses) will only be shared with the LCC member representing their interests to allow him/her to contact them for their comments on resource management activities.

Where signed consent is obtained, the following special provisions are required to ensure personal information shared with the LCC remains protected:

- a. The LCC agrees to use the information provided by the Ministry solely for the purposes of performing their responsibilities as LCC members and consistent with the uses specified in the requests for written consent.
- b. Each respective member agrees to keep all information secure and confidential. Members agree to keep the information in a physically secure location to which access by others is restricted.
- c. Members agree to maintain confidentiality and ensure that no personal information is disclosed.
- d. Members agree not to confirm or deny the existence of records about identified individuals to a third party or other members of the LCC (e.g., the trapper representative will not confirm or deny that a particular trapper is or isn't on his or her mailing list).

- e. Members will be receiving personal information specific to the individuals they are representing (e.g., the trapper representative will be receiving mailing addresses of registered trapper where written consent has been obtained). The contacts for some groups may also be using their home addresses. The LCC agrees that no personal information shall be disclosed between and amongst individual LCC members. To do so, is contrary to the signed consent obtained from individuals or contacts with personal residence addresses.
- f. In accordance with s. 39(1) of FIPPA, both parties agree that personal information will only be collected directly from the individual to whom it applies and that the three-fold requirements for notice of collection will be provided:
- the legal authority to collect (s. 68(3)(a) of the Crown Forest Sustainability Act),
 - purpose of the collection (how the information will be used), and
 - identification of the Management Forester as the contact for further questions about the collection of the information, including address and business telephone number.
- g. As members collect any additions or revisions to the mailing list consistent with the above-noted clause 2.f, the LCC members agree to immediately advise in writing the Ministry's Management Forester. The Ministry will similarly advise the respective LCC member of any mailing list changes. The objective is to ensure lists are consistent and as accurate as possible at all times.

3. Issue Resolution Processes:

The Ministry is sometimes required to share information with LCC members in order for the LCC to make recommendations regarding resource management decisions. Information that is protected under the access provisions of FIPPA (e.g., personal information, third party information, business information, etc.) will not be disclosed by the Ministry unless necessary. Where such information is disclosed to members of the LCC (e.g., party is present as part of issue resolution process), the LCC agrees that such information is not to be further disseminated.

4. Conflict of Interest:

Committee members represent various groups and stakeholders affected by resource management activities. Conflict of interest situations can arise when committee members are involved in particular initiatives or projects that involve personal interests. Members agree to identify these. The remaining committee members will decide if the member should participate in the discussion and LCC decisions about recommendations. To avoid disclosing business information to competitors who are members of the committee, the Ministry agrees to take care when sharing information and selecting LCC members to assist with issue resolution (e.g., avoid members who have, or are perceived to have, a personal interest).

5. Termination of LCC Membership

Committee members agree to return all protected information received from the Ministry upon termination of membership. Members agree not to copy or retain any information provided including electronic copies. Members agree not to use or disclose the personal information knowledge that they have acquired after they leave the LCC. Members agree to send a covering letter with the returned information confirming that protected information has not been copied or retained and electronic copies destroyed or disposed of in a secure manner, and that their knowledge of personal information will not be disclosed or used after they leave the LCC. A generic letter could be made available for members to sign.

6. Breaches of Agreement

Members of the LCC agree to notify the Ministry in writing immediately upon becoming aware that any of the conditions set out in this agreement have been breached. Intentional breaches may result in termination of membership on the LCC. Willful disclosure of personal information is an offence under s. 61 of FIPPA, and on conviction, liable to a fine up to \$5,000.

7. Amending Procedures

This agreement may be amended with the written agreement of the parties within, provided that such amendments comply with the requirements of the *Freedom of Information and Protection of Privacy Act*. This agreement shall not be deemed to be or construed as having been amended as a result of any oral communication between the Parties or as a result of any practice of the Parties—only by written amendments signed by both Parties.

This agreement applies to both parties and any successors or assignees consented to by the Crown.

IN WITNESS WHEREOF, this Agreement has been signed on behalf of the Ministry by

| | | |
|---|-------|---------|
| _____ | _____ | _____ |
| | Date | Witness |
| District Manager North Bay District Ministry of Natural Resources & Forestry | | |

IN WITNESS WHEREOF, this Agreement has been signed by the following member of the Nipissing LCC:

| | | |
|----------------------|-------|---------|
| _____ | _____ | _____ |
| xxxxxxxxx | Date | Witness |
| Member Nipissing LCC | | |

Appendix 4

SUMMARY OF NIPISSING FOREST LCC PROCESS TO PROVIDE THE DISTRICT MANAGER RECOMMENDATIONS ON PROPOSED FOREST MANAGEMENT PLAN (FMP) AMENDMENTS Revised August, 2017

From the Forest Management Planning Manual (March 2017), section 2.2.1

The MNRF district manager, in consultation with the plan author and the local citizens' committee (LCC), will decide if preparation of the requested amendment should proceed, and the appropriate categorization of the amendment as administrative, minor or major.

The MNRF district manager, in making their decision, will consider factors including:

- (a) whether the requested amendment is consistent with the LTMD of the FMP;*
- (b) whether a First Nation or Métis community's established or credibly asserted Aboriginal or treaty rights may be adversely impacted by the proposed amendment;*
- (c) the amount of planning required for the proposed amendment;*
- (d) the amount of anticipated public or First Nation and Métis community interest in the proposed amendment;*
- (e) whether there are legitimate time constraints that must be met for reasons of public safety, biological or industrial necessity, or public convenience and necessity;*
- (f) requests of a similar nature;*
- (g) the adequacy and relevancy of information available at the time of the request on values potentially affected;*
- (h) the anticipated potential effects of the proposed operations;*
- (i) the necessity to comply with new laws, any order of a court or tribunal, or any authorization made under a statute or regulation; and*
- (j) the urgency to provide protection for species at risk under the ESA.*

The MNRF district manager will prepare a written decision, and if the LCC disagrees with the categorization of the amendment, the MNRF district manager will record the nature of that disagreement in that written decision. The decision will be provided to the amendment requestor, the LCC and the sustainable forest licensee. If the decision is to proceed with the amendment, the plan author will prepare and submit the amendment.

The Nipissing Forest LCC has directed the District Manager to proceed with proposed amendments that are clearly administrative, without prior consultation with the LCC. On an annual basis, the MNRF will provide the committee members with a summary list of the FMP amendments accepted and approved.

LCC discussion and recommendation decision process:

1. The proponent, or a representative for the proponent, will describe the proposed amendment and the reasons for the proposed amendment.
2. The LCC will first decide on the recommendation to proceed with the proposed amendment. This recommendation requires a motion, seconder, and a vote to proceed with the amendment recommendation.
3. The second step is to make the recommendation: Administrative, Minor, or Major. An Administrative Amendment requires no public consultation. The proposed amendment is reviewed by MNRF staff.
4. Since the MNRF consults with the LCC if the amendment category is not clearly administrative, the discussion on the category will first be based on the possibility of a minor or major amendment recommendation. A minor amendment requires public notices and direct notices, with

a 15-day comment period. A Major Amendment requires two stages of public consultation; an Information Centre and notices of amendment approval.

- Revised “scorecard” for amendment selection and recommendation, modified August, 2017. At the discretion of the Chair, there are several procedural options. The scorecard can be completed privately and then each member makes a separate recommendation, with the Chair tallying the choices. Or the Chair could lead a discussion and arrive at a group consensus for each parameter.

LCC AMENDMENT CATEGORY SCORECARD

| | <i>RATING</i> | <i>LOW</i> | <i>MEDIUM</i> | <i>HIGH</i> |
|---|---------------|------------|---------------|-------------|
| <i>Parameter</i> | | | | |
| <i>1. Extent of area affected</i> | | | | |
| <i>2. Urgency to proceed with the amendment</i> | | | | |
| <i>3. Natural Values or Non-timber values affected (AOCs)</i> | | | | |
| <i>4. Public affected</i> | | | | |
| <i>5. Need for new roads</i> | | | | |
| <i>6. Type of activity</i> | | | | |
| <i>7. Level of Protection, Land Use Designation</i> | | | | |
| <i>8. Precedence, Previous Consultation, Records of Concern</i> | | | | |
| <i>9. Other</i> | | | | |
| <i>10. Other</i> | | | | |
| <i>11. Therefore - Need for Public Consultation</i> | | | | |

- The last item (#11 – Need for Public Consultation) is a consequence of the other ratings and is the primary determining factor for the type of recommendation. Generally speaking, “LOW” implies an Administrative Amendment; MEDIUM implies a Minor Amendment is needed; and “HIGH” implies a Major Amendment is needed.
- Following this full discussion, the Chair asks for a motion and seconder, and conducts a vote to determine the LCC’s recommendation. The recommendation goes to the District Manager who makes the final decision.

Appendix 5

2019-2029 Forest Management Plan Production Schedule

| Description of Plan Component/Requirement | Development Responsibility (PT member) | Date |
|--|--|--|
| Describe management responsibilities for MNRF, SFL & other forest companies | Plan Author | July, 2016 |
| Establish Planning Team and Steering committee | District manager, Resources Manager | June, 2016 |
| Update LCC membership | Management Forester | April, 2016 |
| Contact Resource-based Tourism (RBT) Operators | NFRM General Manager | March 2016 |
| FRI: Planning Inventory initiation | Regional Analyst | P-Forest received March 2016 SFL check: April - July 2016 |
| Finalize Draft Terms of Reference | Plan Author | August 29, 2016 |
| MNRF initiate discussions with individual Aboriginal Communities to develop an approach to Aboriginal Consultation (at least 6-months prior to stage 1) | Resource Liaison Officer | April 2016 |
| Aboriginal Liaison member of Planning Team to follow-up with each aboriginal community to discuss the community's interest in developing an Aboriginal Consultation Approach (within 30 days of contact) | Resource Liaison Officer | September 9, 2016 |
| Notification to Ministry of Tourism, Culture and Sport (MTCS) of RBT operators that did not respond to Invite letter | NFRM General Manager | September 2016 |
| Assemble background information (e.g. Historic Forest Condition, Social and Economic Description, and Fish and Wildlife Inventory and other resource inventories and information and values maps) | Regional Planning Forester | September 2016 |
| Road Inventory (roads or road network identifiers, road class, location, responsibility assignment for road and water crossings, use management strategies) | Plan Author | September 2016 |
| DM/RD review of draft Terms of Reference finalized | Regional Planning Forester | September 15, 2016 |
| DM/RD approval of Terms of Reference | District Manager / Regional Director | October 1 2016 |
| FRI: Planning Inventory (15-day final review and approval) | Regional Resources Analyst | October 2016 |
| Progress Checkpoint (PC)#1: Planning Inventory | | |
| Aboriginal Consultation Approach (normally agreed to prior to stage 1) | Resource Liaison Officer | October 2016 |
| STAGE 1: INVITATION TO PARTICIPATE | | |
| MNRF prepares and submits Information Centre ER Endorsement Package to OCMS 8 weeks prior to newspaper publication deadline (newspaper publication deadline 1-2 weeks prior to publication date). | Regional Planning Forester | September 2016 |
| Public Notice of Invitation to Participate and EBR Information Note posted on EBR registry | Regional Planning Forester | October 2016 |
| Written Request to Aboriginal communities to participate in the Aboriginal background information report. | Resource Liaison Officer | April 2016 |
| Made available at District and SFL Offices - Information to be used in the preparation of the FMP, and background material about the Forest (displayed for 30 days) | Plan Author, Management Forester | October 2016 |
| PC#2: Support for the current forest condition: forest units, management decision information, forest landscape classes, other forest classification) | Regional Resources Analyst | November 2016 |

| | | |
|---|--|----------------------------|
| Management Considerations | | December 2016 |
| Strategic Analysis - Strategic Forest Management Model (SFMM) assumptions: growth and yield, Natural dynamics, natural bench mark and silvicultural options (development of Base Model) PC#3 – Support for Base Model Inventory and base model: forest dynamics: G&Y, natural, succession, forest disturbance, post-harvest succession) | Plan Author and Regional Resources Analyst | January 2017 |
| Desired Forest and Benefits meeting(s) May involve several meetings through the month. | Regional Planning Forester, Plan Author | January to March 2017 |
| Development of management objectives, indicators and targets | Plan Author | January to March 2017 |
| PC#4 – Support for Management Objectives | Regional Planning Forester | March 24 to April 28, 2017 |
| Development of Proposed Long Term Management Strategy: Use base model to analyse objective/indicator targets | Plan Author | March 24 to April 28, 2017 |
| Identification of Areas Eligible for Harvest Operations | Plan Author | April 28, 2017 |
| Preferred and Optional Areas for Harvest | Plan Author, NFRM Operations Foresters | May 2017 |
| Spatial Assessments – Landscape pattern, spatial objectives | Regional Analyst | May 2017 |
| Preliminary Determination of Sustainability | Plan Author | June 2017 |
| Presentation to LCC | Plan Author | June 2017 |
| Primary road corridors and Environmental Analysis | NFRM Operations Forester | June 2017 |
| Draft Aboriginal Background Information Report | Resource Liaison Officer | July 2017 |
| Summary of long-term management direction | Plan Author | July 2017 |
| PC#5 – Support for Proposed LTMD, determination of sustainability and primary road corridors | FMP Specialist | August 2017 |
| STAGE 2: REVIEW OF PROPOSED LONG-TERM MANAGEMENT DIRECTION | | |
| MNRF prepares and submits Information Centre ER Endorsement Package to OCMS 8 weeks prior to newspaper publication deadline (newspaper publication deadline 1-2 weeks prior to publication date). | Regional Planning Forester | July 15, 2017 |
| LCC report of committee activities to date | LCC planning team member | July 15, 2017 |
| Public Notice of opportunity to review proposed LTMD and EBR Information Note posted on EBR registry. | Regional Planning Forester | August 2017 |
| Written Request to Aboriginal communities to review the Draft Aboriginal Background Information Report and the community demographic profile; to participate in the planning of operations to address aboriginal values (comments within 30 days). | Resource Liaison Officer | September 2017 |
| Display at District, Area, & Company Offices - information and maps (set-up for 30 days). | Management Forester, Plan Author | September 2017 |
| Responses due from Public (30 days). | | September 2017 |
| MNRF District/Regional review of proposed LTMD and preparation of list of required alterations (must be certified by MNRF R.P.F.) (15 days) | Regional Planning Forester | October 2017 |
| Revise LTMD – Plan author to address MNRF required alterations and public comments (likely more than 30 days) | Plan Author | November 2017 |
| Regional Director review and preliminary endorsement of LTMD (15 days) PC#6 – Regional Director Preliminary Endorsement of LTMD | Regional Director | December 1, 2017 |
| Planning for Operations – 10-Year Harvest and Contingency Areas, Renewal and Tending Areas, Bridging Areas, and areas of operations. | NFRM Operations Forester | December 2017 |
| Planning for Operations – 10-Year Harvest, Replacement | NFRM Operations Forester | Late 2017 |

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| and Contingency Areas, Renewal and Tending Areas, Bridging Areas, and areas of operations. | | |
| Prescriptions for Operations (5 years) – AOC Prescriptions, Species at Risk | Regional Planning Biologist | Late 2017 |
| Prescriptions for Operations (5 years) – Harvest, Renewal, Tending Prescriptions (from a forest management guide) | Plan Author | Late 2017 |
| Prescriptions for Operations – Silvicultural Ground Rules | Plan Author | Late 2017 |
| Access Roads – Area of Concern Crossings of primary & branch road corridors (5-year term) | NFRM Operations Forester | Late 2017 |
| Summarize Planned Clearcuts FMP-12 | Plan Author | Late 2017 |
| Access Roads – Primary & Branch Road Corridors | NFRM Operations Forester | Late 2017 |
| Access Roads – Area of Concern Crossings of primary & branch road corridors (5-year term) | NFRM Operations Forester | Late 2017 |
| Access Roads – Operational/Existing Roads | NFRM Operations Forester | Late 2017 |
| Road Use Management Strategies and Category 14 Aggregate Pits | NFRM Operations Forester | Late 2017 |
| Expenditure Projections (FMP-20) | Plan Author | Late 2017 |
| Regeneration Success Monitoring Program | NFRM Silviculture Forester | Late 2017 |
| Aboriginal Background Information Report | Resource Liaison Officer | Late 2017 |
| Report on the Protection of Identified Aboriginal Values | | |
| Spatial Assessment of Areas Selected for Operations | Regional Analyst | Late 2017 |
| Comparison of proposed operations on achievement of or movement towards LTMD and determination of Sustainability | Plan Author | Late 2017 |
| Review of Summary Map, Information and Products developed during Stage 2 of Consultation. | Regional Planning Forester | December 2017 |
| STAGE 3: REVIEW OF PROPOSED OPERATIONS | | |
| MNRFP prepares and submits Information Centre ER Endorsement Package to OCMS 8 weeks prior to newspaper publication deadline (newspaper publication deadline 1-2 weeks prior to publication date). | Regional Planning Forester | September 2017 |
| Updated LCC report of committee activities to date | LCC planning team member | September 2017 |
| Notice of Information Centre (30 days) and EBR Information Note posted on EBR registry | Regional Planning Forester | December 2017 |
| Aboriginal Communities not participating in a customized process contacted: to provide draft Report on the Protection of Identified Aboriginal Values for review and comment; to inspect the Aboriginal Background Information Report and the community demographic profile (comments within 60 days), and determine if special information centre to review proposed operations is desired. | Resource Liaison Officer | November 2017 |
| Supplemental Notice (7 days) | Regional Planning Forester | November 2017 |
| Information Centre | Management Forester | January 2018 |
| Response from Information Centres (60 days after Information centres) | | March 2018 |
| Draft Plan Preparation | Plan Author | March 2018 |
| LCC report (page A-94 of Planning Manual) | LCC planning team member | March 2018 |
| Draft Plan submission | Plan Author | May 2018 |
| MNRFP Review of Draft Plan (60 days) - includes review by LCC(s) | Regional Planning Forester | June 2018 |
| STAGE 4: SECOND INFORMATION CENTRE | | |
| Submission of Draft Plan Summary to MNRFP (30 days prior to information centre) | Plan Author | May 2018 |
| MNRFP prepares and submits Information Centre ER Endorsement Package to OCMS 8 weeks prior to newspaper publication deadline (newspaper publication deadline 1-2 weeks prior to publication date). | Regional Planning Forester | April 2018 |
| Notice of Information Centre (30 days) and EBR Information Note posted on EBR registry | Regional Planning Forester | May 2018 |

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| Aboriginal Communities not participating in a customized process contacted: to provide final Report on the Protection of Identified Aboriginal Values and Draft FMP for review and comment (comments within 60 days), and determine if special information centre to review proposed operations is desired | Resource Liaison Officer | May 2018 |
| MNRF Preliminary list of Required Alterations | Regional Planning Forester | July 2018 |
| Supplemental Notice (7 days) | Regional Planning Forester | June 2018 |
| Second Information Centre | Management Forester | June 2018 |
| MNRF & SFL meetings to discuss draft Plan. Discuss how preliminary list of Required Alterations will be addressed. | Plan Author and Regional Planning Forester | July 2018 |
| Response from Information Centres (60 days after Information centres) | Regional Planning Forester | August 2018 |
| Information Centre comments – MNRF to review and compile list of Required Alterations (15 days). | Regional Planning Forester | September 2018 |
| Final List of Required Alterations | Regional Planning Forester | October 1, 2018 |
| Last day for appeal - 30 days after end of 60 day review | | September 2018 |
| Revision of forest management plan by SFL (30 days) Includes deadline for appeal of the FLRA to the RD under IR (30 days after the end of the 60 day public review) | Plan Author | November 1, 2018 |
| Final LCC report | LCC planning team member | November 2018 |
| Presentation to LCC(s) | Plan Author and Management Forester | Late-October 2018 |
| Presentation to Regional Director | Plan Author, Project Manager, LCC Rep and Management Forester | Late-October 2018 |
| Submission of Final Plan | Plan Author | Nov 15, 2018 |
| MNRF review and approval of forest management plan (15 days) | Regional Planning Forester | Nov 30, 2018 |
| Regional Director approval of plan | Regional Director | Dec 07, 2018 |
| STAGE 5: INSPECTION OF MNR APPROVED FOREST MANAGEMENT PLAN | | |
| MNRFF prepares and submits Information Centre ER Endorsement Package to OCMS 8 weeks prior to newspaper publication deadline (newspaper publication deadline 1-2 weeks prior to publication date). | Regional Planning Forester | October 01, 2018 |
| Notice of Inspection Of MNRF Approved Forest Management Plan and EBR Information note posted on EBR registry | Regional Planning Forester | Dec 07, 2018 |
| 30 day inspection period | | Dec 07 2018 to Jan 07, 2019 |
| Last opportunity for an individual EA request to the Ministry of the Environment. | | March 1, 2019 |
| IMPLEMENTATION OF APPROVED FMP | | |
| | | April 1, 2019 |